

Total Workforce Management Services (TWMS) Quick User Guide

User Manager Utility



User Manager Utility - Summary

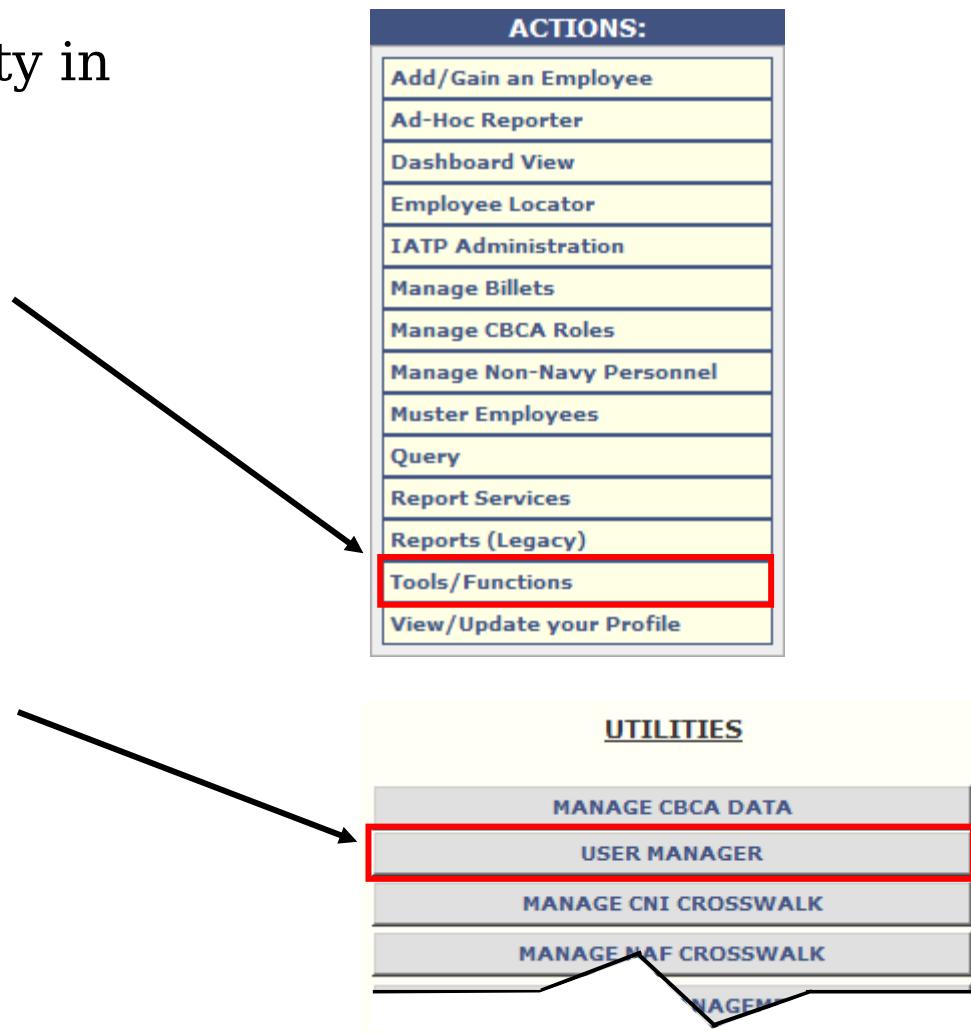
The User Manager utility in TWMS will allow the TWMS POC's of a BSO/Command/Region to take full control of the TWMS user accounts in their area of scope. There are some business rules the POC's need to keep in mind as they approve and/or change TWMS accounts.

- POCs will not be able to grant access to the User Manager utility
- The POC will not be able to grant access to applicant's with a greater scope of access than themselves
- User accounts who need access to information spanning across BSO's will still be handled by the CNIC Government Enterprise Help Desk and/or the TWMS Support Team (exception is for the HRO/HRSC access level)
- User's who need access to their Information Assurance Workforce (IAWF) will be granted access to that information by the TWMS Support Team only after submitting their IAM designation letter to them (per COMNAVCYBERFOR direction)

Accessing the User Manager Utility

To access the User Manager utility in TWMS*:

1. From the Home Page click on the **Tools/Functions** button on the Actions Menu.
2. From the Tools/Functions display choose the **User Manager** button located under the Utilities area.

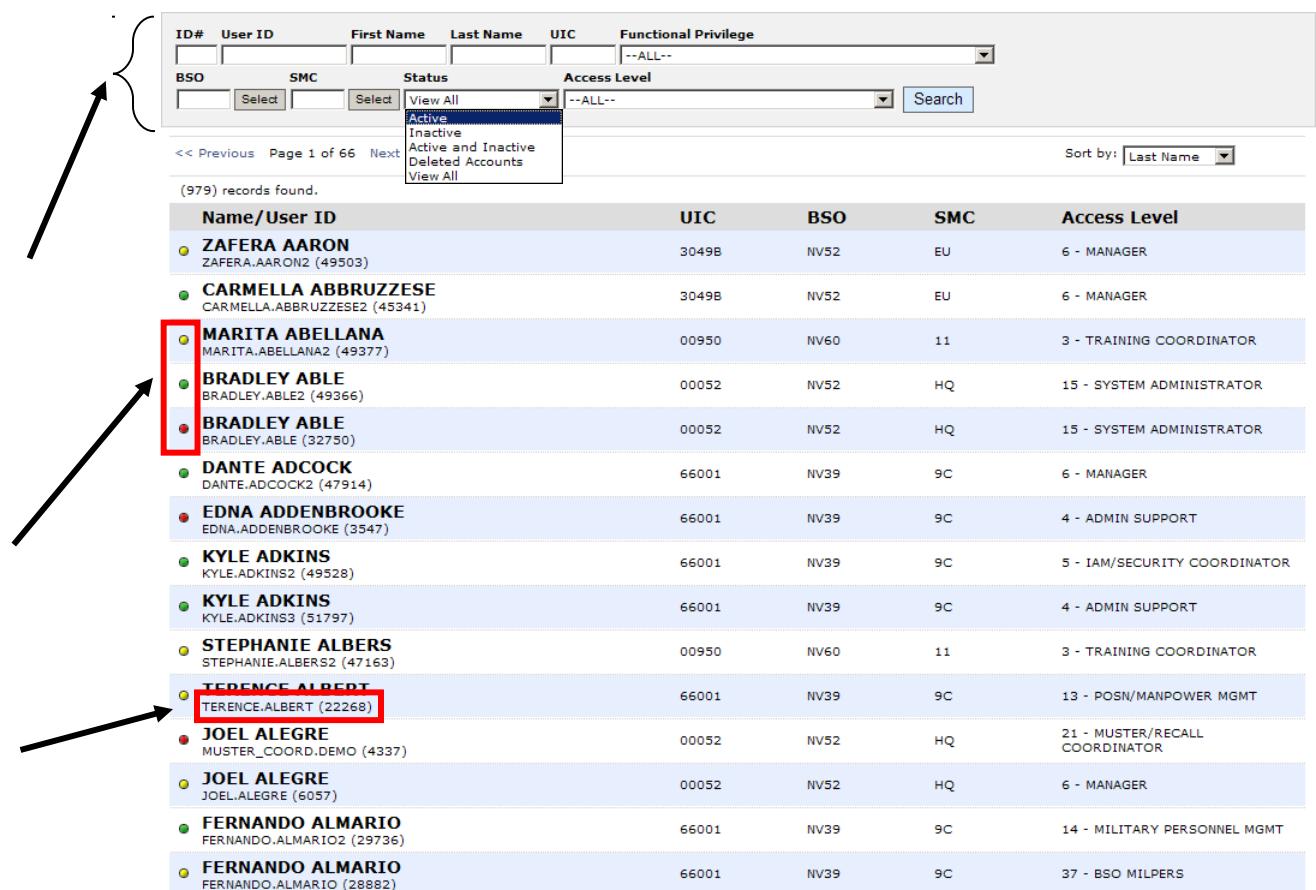


**You must have the appropriate permissions to view and manage the User Manager utility.*

Accessing the User Manager Utility

The User Manager Main Window will open displaying the default status “View All”. These are all users in your scope who have active, inactive, and deleted TWMS accounts. Selecting a different status will display only the users who match that status.

Search TWMS accounts by several different ways (e.g. User ID, Last Name, UIC, Status, or those accounts who have a specific permission granted or access level). The green, yellow, or red indicators next to each name corresponds to whether the user's account is active, inactive, deleted respectively. The user's name is their User ID and ID#.



The screenshot shows the User Manager Utility interface. At the top, there is a search bar with fields for ID#, User ID, First Name, Last Name, UIC, and Functional Privilege. Below the search bar are buttons for BSO, SMC, and Status, with 'Status' currently set to 'View All'. A dropdown menu for 'Status' is open, showing options: 'View All' (selected), 'Active', 'Inactive', 'Active and Inactive', 'Deleted Accounts', and 'View All'. To the right of the search bar is a 'Search' button and a 'Sort by' dropdown set to 'Last Name'. Below the search area, a message indicates '(979) records found.' The main table displays 15 user entries, each with a status indicator (green, yellow, or red), User ID, Last Name, UIC, BSO, SMC, and Access Level. The table rows are as follows:

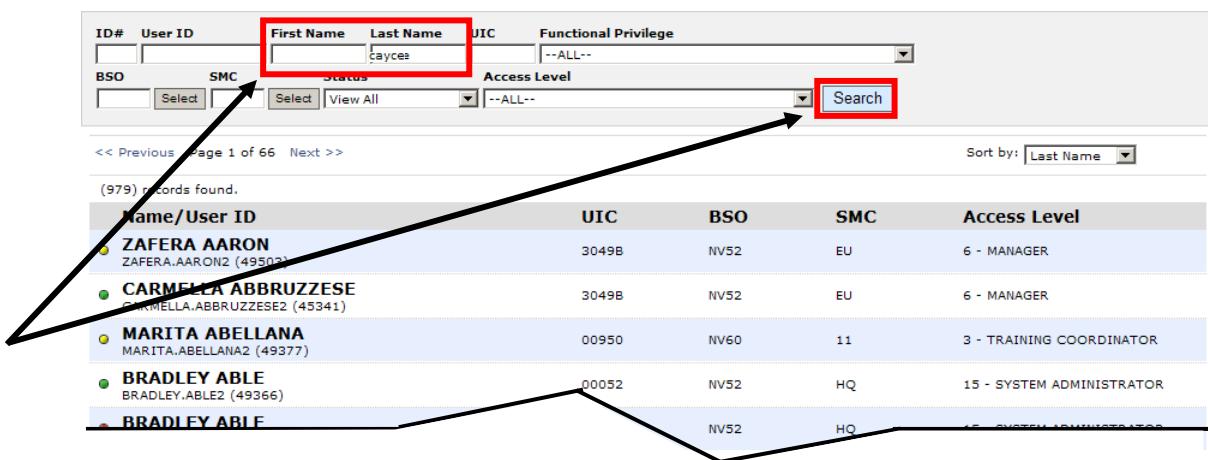
Name/User ID	UIC	BSO	SMC	Access Level
ZAFERA AARON ZAFERA.AARON2 (49503)	30498	NV52	EU	6 - MANAGER
CARMELLA ABRUZZESE CARMELLA.ABRUZZESE2 (45341)	30498	NV52	EU	6 - MANAGER
MARITA ABELLANA MARITA.ABELLANA2 (49377)	00950	NV60	11	3 - TRAINING COORDINATOR
BRADLEY ABLE BRADLEY.ABLE2 (49366)	00052	NV52	HQ	15 - SYSTEM ADMINISTRATOR
BRADLEY ABLE BRADLEY.ABLE (32750)	00052	NV52	HQ	15 - SYSTEM ADMINISTRATOR
DANTE ADCOCK DANTE.ADCOCK2 (47914)	66001	NV39	9C	6 - MANAGER
EDNA ADDENBROOKE EDNA.ADDENBROOKE (3547)	66001	NV39	9C	4 - ADMIN SUPPORT
KYLE ADKINS KYLE.ADKINS2 (49528)	66001	NV39	9C	5 - IAM/SECURITY COORDINATOR
KYLE ADKINS KYLE.ADKINS3 (51797)	66001	NV39	9C	4 - ADMIN SUPPORT
STEPHANIE ALBERS STEPHANIE.ALBERS2 (47163)	00950	NV60	11	3 - TRAINING COORDINATOR
TERENCE ALBERT TERENCE.ALBERT (22268)	66001	NV39	9C	13 - POSN/MANPOWER MGMT
JOEL ALEGRE MUSTER_COORD.DEMO (4337)	00052	NV52	HQ	21 - MUSTER/RECALL COORDINATOR
JOEL ALEGRE JOEL.ALEGRE (6057)	00052	NV52	HQ	6 - MANAGER
FERNANDO ALMARIO FERNANDO.ALMARIO2 (29736)	66001	NV39	9C	14 - MILITARY PERSONNEL MGMT
FERNANDO ALMARIO FERNANDO.ALMARIO (28882)	66001	NV39	9C	37 - BSO MILPERS

Approving a New User Account

When you receive an email notifying you of a new TWMS application you can then go to the User Manager utility to search for the new applicant, review their application, make appropriate changes, and then approve or disapprove the application as appropriate.

To approve a new TWMS account application:

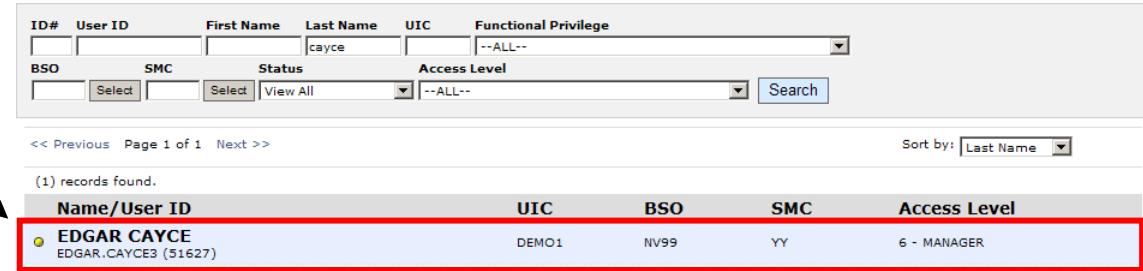
1. Search for the applicant's name by entering their name in the First Name and/or Last Name fields and then click the **Search** button.



Name/User ID	UIC	BSO	SMC	Access Level
ZAFERA AARON ZAFERA.AARON2 (49502)	3049B	NV52	EU	6 - MANAGER
CARMELLA ABRUZZESE CARMELLA.ABRUZZESE2 (45341)	3049B	NV52	EU	6 - MANAGER
MARITA ABELLANA MARITA.ABELLANA2 (49377)	00950	NV60	11	3 - TRAINING COORDINATOR
BRADLEY ABLE BRADLEY.ABLE2 (49366)	00052	NV52	HQ	15 - SYSTEM ADMINISTRATOR
BRADLEY ABLE	NV52	HQ		15 - SYSTEM ADMINISTRATOR

2. Select the user to view the details of their TWMS user account.

Note: All new account applications will be in an "Inactive" status.



Name/User ID	UIC	BSO	SMC	Access Level
EDGAR CAYCE EDGAR.CAYCE3 (51627)	DEMO1	NV99	YY	6 - MANAGER

Approving a New User Account

There are four tabs available to you which organizes the TWMS user account information. The “User Information” tab displays relevant information associated to this user. The only change you can make here is to the User ID field and to add Admin Comments.

Detailed information for a TWMS user account are separated into these four tabs.

3. Verify the User Information displayed here. If updates are necessary then you must go to that employee's TWMS record to make those changes.

4. Click the **Update** button if you make any changes to the

EDGAR.CAYCE3 · MANAGER (6)

User Information | User Permissions | Muster Permissions | Change History

User Information

User ID# 51627

User ID **EDGAR.CAYCE3**

Last Login 6/23/2011 10:51:00 AM PST

PKI Serial 1247963223

PKI Expiration 04/21/2012

First Name EDGAR

Last Name CAYCE

Email michael.c.wolfe@navy.mil

Phone (504) 555-1212

UIC DEMO1

Org Code N02

Supervisor MICHAEL WOLFE

Supervisor Phone 619-532-4365

Supervisor Email michael.c.wolfe.ctr@navy.mil

Admin Comments

Update | Delete

Status: Inactive

Activate | Disapprove

You can activate or disapprove this user account at any time by clicking these buttons.

Approving a New User Account

The “User Permissions” tab has three sub-tabs that contain information related to the users’ scope of access, their granted functional privileges, and any permissions given to them to view specific employee forms. If there is an existing TWMS account which will have the same scope and permissions to the one you’re viewing then you can copy those attributes of that account to this one. The steps to do this will be shown later in this guide.

5. Verify the Access Level of the applicant. If necessary, click the drop down to select another and then click the **Update Access Level** button.



User Information | User Permissions | User Permissions | Change History

Access Level: MANAGER (6) | Update Access Level | Copy Permissions

Description: For Managers and Supervisors. Allows visibility to all data except for certain HRO restricted fields. Access is by UIC or program.

Edit Permissions:

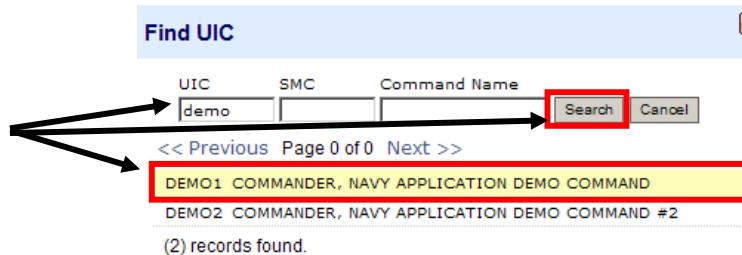
Enter UIC and Org Code - Duplicates are ignored

- To add a UIC/Org Code: 1. Select UIC, 2. Enter org code, 3. Click Add New
- Use an asterisk "*" for wildcard searches.
ex: 00052,* returns ALL org codes in UIC 00052
ex: 00052,N6* returns ALL Org codes like N6 in UIC 00052

UIC	Org Code
<input type="button" value="Select"/>	<input type="button" value="Add New"/> Mass Entry Form

UIC Org Code

No records found. No data



Find UIC

UIC	SMC	Command Name
demo		

Search Cancel

<< Previous Page 0 of 0 Next >>

DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND
DEMO2 COMMANDER, NAVY APPLICATION DEMO COMMAND #2

(2) records found.

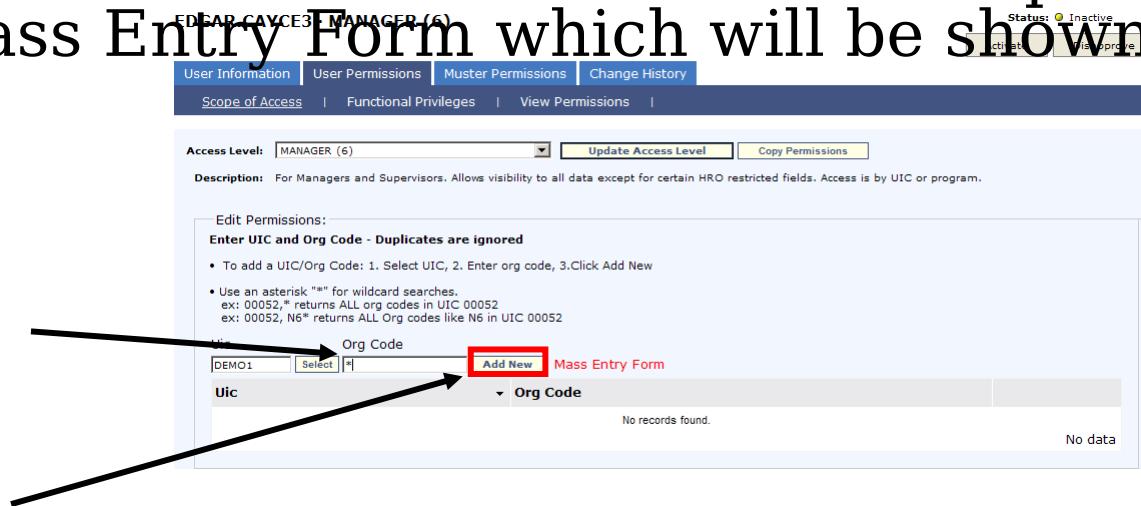
6. To grant access to a specific UIC, click the **Select** button.

7. Select the UIC if it's visible or enter information about the

Approving a New User Account

Once you have selected a UIC then you must select the Org Code(s) within that UIC that the user will have access to. Repeat these steps for other UICs in the user's scope. You can also use the Mass Entry Form which will be shown later in this guide.

8. Enter an Org Code for this UIC the user will have access to. If the user will have access to all Org Codes then enter the wildcard, “*”.



EDGAR.CAYCE3 · MANAGER (6)

User Information User Permissions Muster Permissions Change History

Status: Inactive Activate Disapprove

Access Level: MANAGER (6) Update Access Level Copy Permissions

Description: For Managers and Supervisors. Allows visibility to all data except for certain HRO restricted fields. Access is by UIC or program.

Edit Permissions:
Enter UIC and Org Code - Duplicates are ignored

- To add a UIC/Org Code: 1. Select UIC, 2. Enter org code, 3. Click Add New
- Use an asterisk "*" for wildcard searches.
ex: 00052,* returns ALL org codes in UIC 00052
ex: 00052,N6* returns ALL Org codes like N6 in UIC 00052

Uic	Org Code
DEMO1	Select

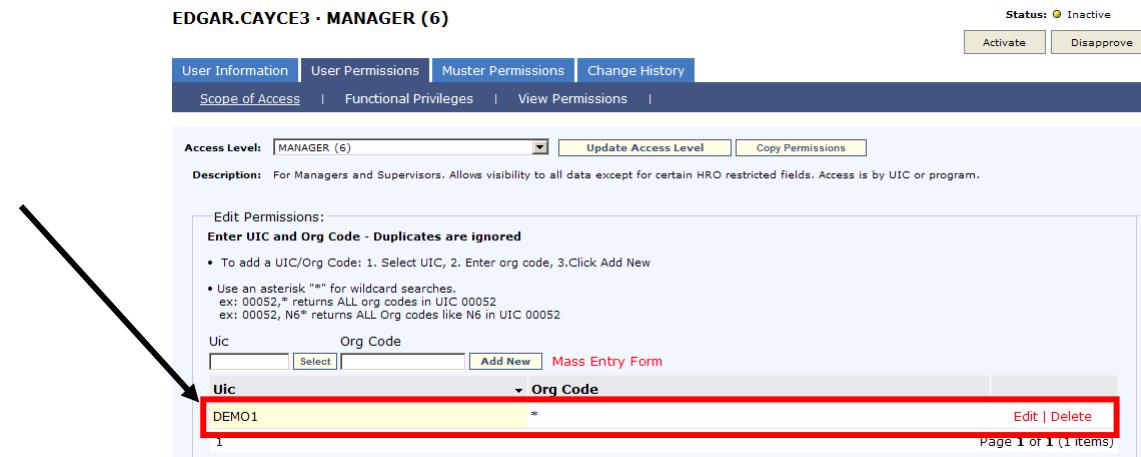
Add New Mass Entry Form

Uic Org Code

No records found.

No data

9. Click the **Add New** button. As UIC/Org Codes are added they will be listed here. They can be edited and deleted at any time.



EDGAR.CAYCE3 · MANAGER (6)

User Information User Permissions Muster Permissions Change History

Status: Inactive Activate Disapprove

Access Level: MANAGER (6) Update Access Level Copy Permissions

Description: For Managers and Supervisors. Allows visibility to all data except for certain HRO restricted fields. Access is by UIC or program.

Edit Permissions:
Enter UIC and Org Code - Duplicates are ignored

- To add a UIC/Org Code: 1. Select UIC, 2. Enter org code, 3. Click Add New
- Use an asterisk "*" for wildcard searches.
ex: 00052,* returns ALL org codes in UIC 00052
ex: 00052,N6* returns ALL Org codes like N6 in UIC 00052

Uic	Org Code
DEMO1	*

Edit | Delete

Page 1 of 1 (1 items)

10. Repeat steps 6 - 9 for other UIC/Org Code

Approving a New User Account

It is important to note that the Scope of Access will change depending on the Access Level of the user you are currently viewing. Two examples appear below which show the information required to grant access to those access levels.

For a BSO/Claimant access level all that is required is to select the BSO the user will have access to. You will not be able to choose a BSO outside of your scope.

EDGAR.CAYCE3 · BSO/CLAIMANT (16)

User Information | User Permissions | Muster Permissions | Change History |
Scope of Access | Functional Privileges | View Permissions |

Status: Inactive |

Access Level: BSO/CLAIMANT (16) |

Description: For BSO (Claimant) level mangerial personnel. Allows visibility to all data except for certain HRO restricted fields. Access is by BSO.

BSO:

For a HRO/HRSC access level all you will need to select a combination of UIC(s) and a Geo Loc(s).

EDGAR.CAYCE3 · HRO/HRSC (19)

User Information | User Permissions | Muster Permissions | Change History |
Scope of Access | Functional Privileges | View Permissions |

Status: Inactive |

Access Level: HRO/HRSC (19) |

Description: For HRO/HRSC Specialists and command HR professionals. Access is restricted to CIV-APF & CIV-FND only. Allows visibility to all data.

Edit Permissions:
Enter UIC and Org Code - Duplicates are ignored

To add a UIC/Geo Loc: 1. Select UIC, 2. Enter Geo Loc, 3. Click Add New

Use an asterisk "*" for wildcard searches.
ex: 00052,* returns ALL org codes in UIC 00052
ex: 00052, N6* returns ALL Org codes like N6 in UIC 00052

UIC	Geo Loc
DEMO1	*
1	

Page 1 of 1 (1 items)

Approving a New User Account

The Functional Privileges sub-tab displays all the privileges that a user can have access to. The account application process will automatically display the privileges the applicant requested in the “Enabled” box.

11. Verify the privileges listed in the Enabled box. Click the **Remove** link for those that don't apply to this user.

12. Review the privileges listed in the Available box. Click the **Add** link for those that do apply to this user.

EDGAR.CAYCE3 · MANAGER (6)

Status: Inactive Activate Disapprove

User Information | User Permissions | Muster Permissions | Change History | Scope of Access | **Functional Privileges** | View Permissions |

Functional Privileges

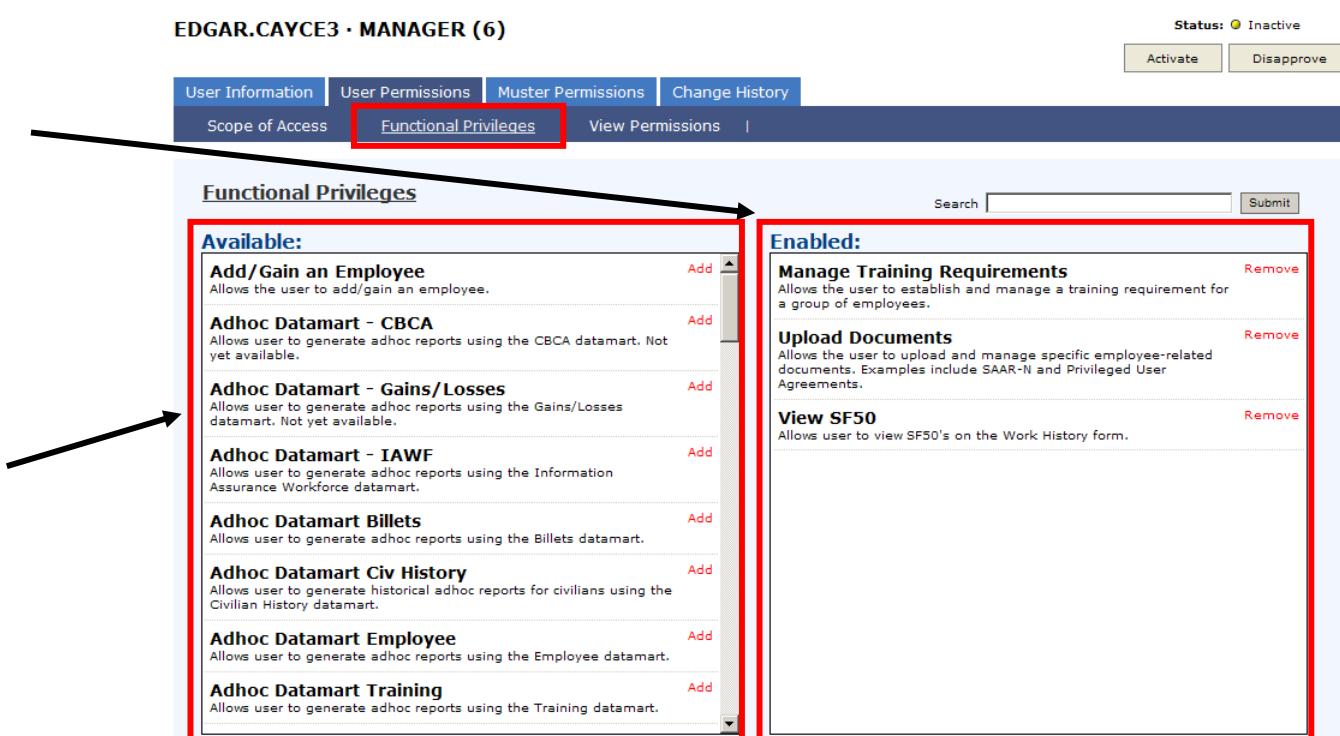
Available:

- Add/Gain an Employee** Allows the user to add/gain an employee.
- Adhoc Datamart - CBCA** Allows user to generate adhoc reports using the CBCA datamart. Not yet available.
- Adhoc Datamart - Gains/Losses** Allows user to generate adhoc reports using the Gains/Losses datamart. Not yet available.
- Adhoc Datamart - IAWF** Allows user to generate adhoc reports using the Information Assurance Workforce datamart.
- Adhoc Datamart Billets** Allows user to generate adhoc reports using the Billets datamart.
- Adhoc Datamart Civ History** Allows user to generate historical adhoc reports for civilians using the Civilian History datamart.
- Adhoc Datamart Employee** Allows user to generate adhoc reports using the Employee datamart.
- Adhoc Datamart Training** Allows user to generate adhoc reports using the Training datamart.

Enabled:

- Manage Training Requirements** Allows the user to establish and manage a training requirement for a group of employees.
- Upload Documents** Allows the user to upload and manage specific employee-related documents. Examples include SAAR-N and Privileged User Agreements.
- View SF50** Allows user to view SF50's on the Work History form.

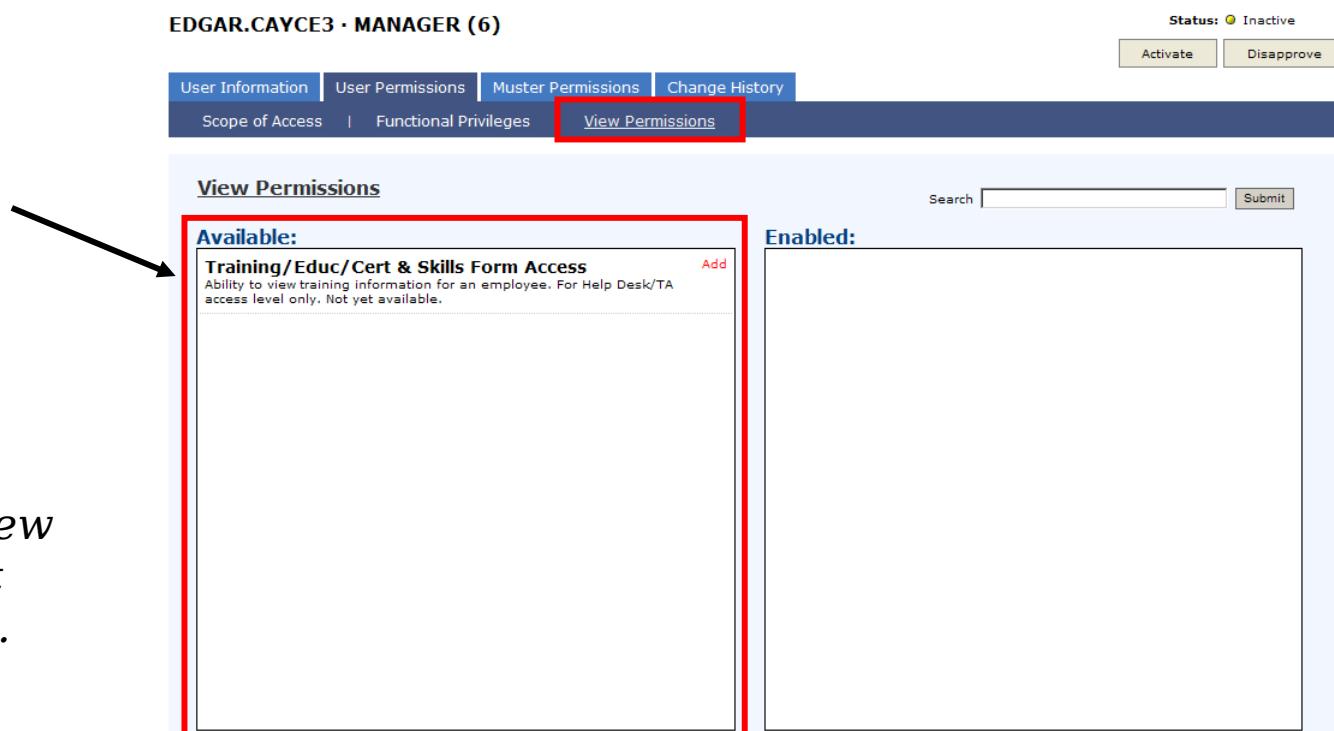
Search



Approving a New User Account

The View Permissions sub-tab displays the available employee forms that you may add to this user account. Currently, the only form that can be added is the Training/Educ/Cert & Skills form. Since most access levels already will be able to view this form, you can add it to those access levels that don't (e.g. Help Desk/TA and Asset Manager).

13. Review the permissions listed in the Available box. Click the **Add** link if you want this form to be available to this user.



EDGAR.CAYCE3 · MANAGER (6)

Status: Inactive Pending Approved

Activate

User Information | User Permissions | Master Permissions | Change History

Scope of Access | Functional Privileges | **View Permissions**

View Permissions

Search

Available:

Training/Educ/Cert & Skills Form Access Ability to view training information for an employee. For Help Desk/TA access level only. Not yet available.

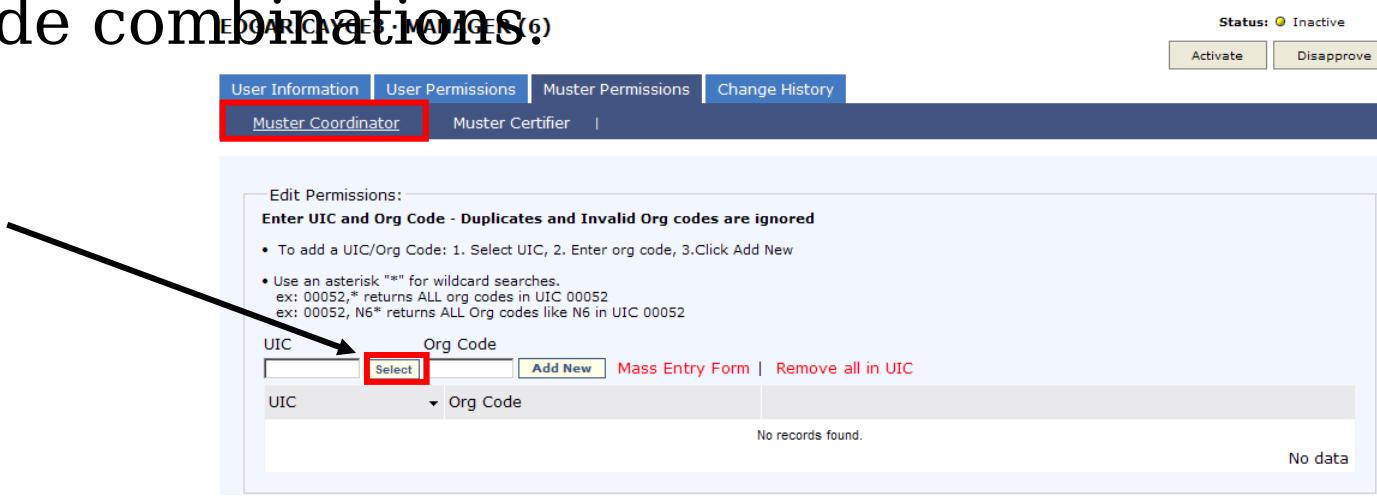
Enabled:

Note: The Manager access level already is able to view this form so you wouldn't need to do anything here.

Approving a New User Account

The “Muster Permissions” tab has two sub-tabs that contain information related to the mustering capabilities in TWMS. The Muster Coordinator sub-tab contains the UIC(s) and the Org Code(s) that the user has access to for mustering purposes. The user will then be able to muster employees in those UIC/Org Code combinations.

14. To grant access to a specific UIC, click the **Select** button.



EDGAR CARRIER MANAGEMENT (6)

User Information User Permissions Muster Permissions Change History

Muster Coordinator Muster Certifier

Status: Inactive Pending Approved

Activate Disapprove

Edit Permissions:
Enter UIC and Org Code - Duplicates and Invalid Org codes are ignored

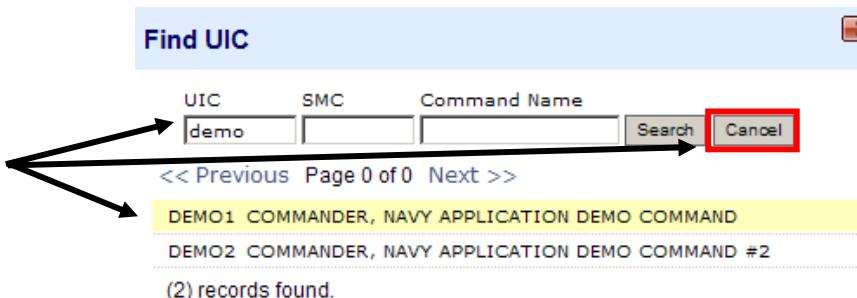
- To add a UIC/Org Code: 1. Select UIC, 2. Enter org code, 3. Click Add New
- Use an asterisk "*" for wildcard searches.
ex: 00052,* returns ALL org codes in UIC 00052
ex: 00052, N6* returns ALL Org codes like N6 in UIC 00052

UIC	Org Code
<input type="text"/>	<input type="button" value="Select"/> <input type="button" value="Add New"/> Mass Entry Form Remove all in UIC

UIC Org Code

No records found. No data

15. Select the UIC if it's visible or enter information about the UIC and click **Search**.



Find UIC

UIC	SMC	Command Name
demo		

Search Cancel

<< Previous Page 0 of 0 Next >>

DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND

DEMO2 COMMANDER, NAVY APPLICATION DEMO COMMAND #2

(2) records found.

Approving a New User Account

Once you have selected a UIC then you must select the Org Code(s) within that UIC that the user will be able to muster for. Repeat these steps for other UICs and Org Codes. You can also use the Mass Entry Form which will be shown later in this guide.

16. Enter an Org Code for this UIC the user will be able to muster for. If the user will have access to all Org Codes then enter the wildcard, “*”.

EDGAR.CAYCE3 · MANAGER (6)

Status: Inactive

Activate Disapprove

User Information User Permissions Muster Permissions Change History

Muster Coordinator Muster Certifier

Edit Permissions:
Enter UIC and Org Code - Duplicates and Invalid Org codes are ignored

- To add a UIC/Org Code: 1. Select UIC, 2. Enter org code, 3.Click Add New
- Use an asterisk "*" for wildcard searches.
ex: 00052,* returns ALL org codes in UIC 00052
ex: 00052, N6* returns ALL Org codes like N6 in UIC 00052

UIC	Org Code	Action
DEMO1	N1*	Add New

Mass Entry Form Remove all in UIC

UIC Org Code

No records found.

No data

17. Click the **Add New** As UIC/Org Codes are added they will be listed here. They can be deleted by individual org code or by the entire UIC.

EDGAR.CAYCE3 · MANAGER (6)

Status: Inactive

Activate Disapprove

User Information User Permissions Muster Permissions Change History

Muster Coordinator Muster Certifier

Edit Permissions:
Enter UIC and Org Code - Duplicates and Invalid Org codes are ignored

- To add a UIC/Org Code: 1. Select UIC, 2. Enter org code, 3.Click Add New
- Use an asterisk "*" for wildcard searches.
ex: 00052,* returns ALL org codes in UIC 00052
ex: 00052, N6* returns ALL Org codes like N6 in UIC 00052

UIC	Org Code	Action
DEMO1	N1	Delete
DEMO1	N11	Delete
DEMO1	N111	Delete
DEMO1	N112	Delete
DEMO1	N113	Delete
DEMO1	N12	Delete

Mass Entry Form Remove all in UIC

UIC Org Code

18. Repeat steps 14 - 17 for other UIC/Org Code

Approving a New User Account

The Muster Certifier sub-tab contains only the UIC(s) that the user will be able to certify the muster for. Org Codes are not required to certify a muster.

If the user doesn't have the “Muster Employees - Muster Certifier” functional privilege added to their account you will see this error message. Click the link to add this privilege to the user's account.

19. Click the Select button to add the UIC(s) that this user will be certifying the muster for.

As UICs are added they will be listed here. They can be deleted at any time.

EDGAR.CAYCE3 · MANAGER (6)

User Information | User Permissions | Muster Permissions | Change History

Muster Coordinator | Muster Certifier |

Status: ● Inactive

Activate | Disapprove

Error!

This account does not have the Muster Employees - Muster Certifier Privilege.

[Click here to add the privilege](#)

EDGAR.CAYCE3 · MANAGER (6)

User Information | User Permissions | Muster Permissions | Change History

Muster Coordinator | Muster Certifier |

Status: ● Inactive

Activate | Disapprove

Edit Permissions:

Add a UIC Select Mass Entry Form

UIC

No records found.

No data

EDGAR.CAYCE3 · MANAGER (6)

User Information | User Permissions | Muster Permissions | Change History

Muster Coordinator | Muster Certifier |

Status: ● Inactive

Activate | Disapprove

Edit Permissions:

Add a UIC Select Mass Entry Form

UIC

DEMO1

Delete

Page 1 of 1 (1 items)

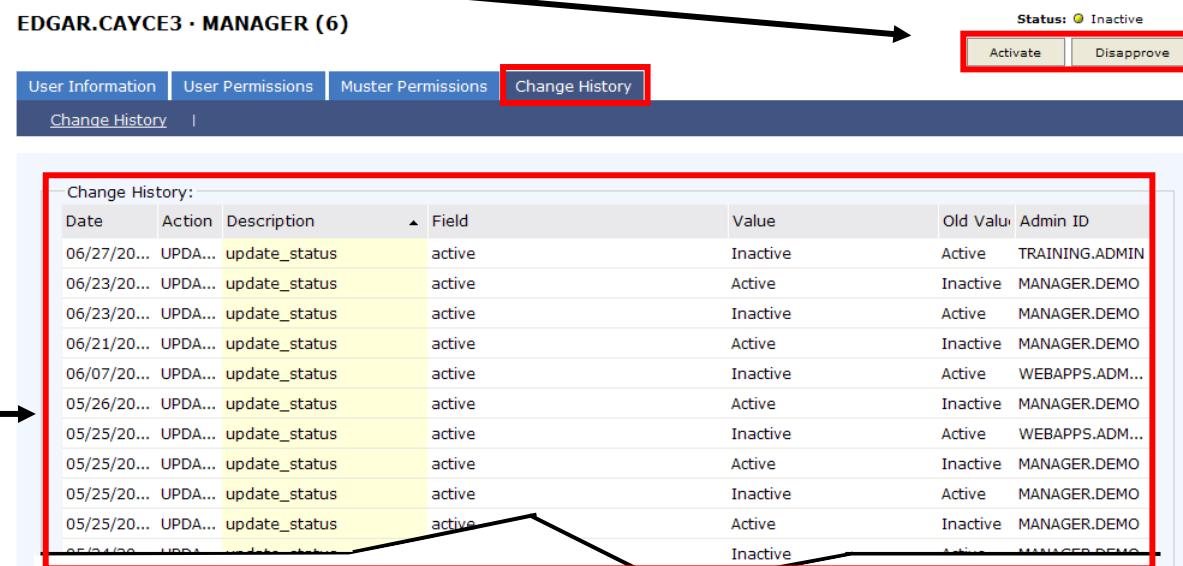
Approving a New User Account

The “Change History” tab displays the change history related to this user’s account. This is helpful if you want to verify when and by whom a particular change was made to the account.

20. Click the Activate or the Disapprove button at any time to approve or disapprove the account.

Note: If approved, an email will be sent to the applicant and to their supervisor. If disapproved, an email will be sent to the applicant and the account will be deleted..

All changes to this user’s account will be displayed here.



EDGAR.CAYCE3 · MANAGER (6)

User Information | User Permissions | Muster Permissions | **Change History**

Status: ● Inactive

Activate | Disapprove

Change History:

Date	Action	Description	Field	Value	Old Value	Admin ID
06/27/20...	UPDA...	update_status	active	Inactive	Active	TRAINING.ADMIN
06/23/20...	UPDA...	update_status	active	Active	Inactive	MANAGER.DEMO
06/23/20...	UPDA...	update_status	active	Inactive	Active	MANAGER.DEMO
06/21/20...	UPDA...	update_status	active	Active	Inactive	MANAGER.DEMO
06/07/20...	UPDA...	update_status	active	Inactive	Active	WEBAPPSADM...
05/26/20...	UPDA...	update_status	active	Active	Inactive	MANAGER.DEMO
05/25/20...	UPDA...	update_status	active	Inactive	Active	WEBAPPSADM...
05/25/20...	UPDA...	update_status	active	Active	Inactive	MANAGER.DEMO
05/25/20...	UPDA...	update_status	active	Inactive	Active	MANAGER.DEMO
05/24/20...	UPDA...	update_status	active	Active	Inactive	MANAGER.DEMO

Copying Permissions

If you know of another user account with the same access level, scope of access, and enabled functional privileges then it may be quicker to copy the permissions of that user to the user account that you are currently viewing.

To copy permissions from one user's account to another:

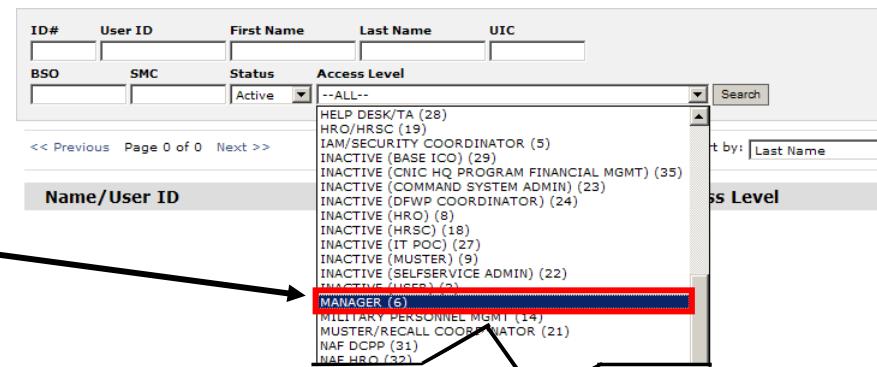
1. From the Scope of Access sub-tab click the **Copy Permissions** button.

From the resulting new window you can search several different ways for the other account to copy from.

2. Locate the other account using the available search fields. Here, we are choosing to view all the available Manager access levels.



The screenshot shows a user account profile for 'TDGAR.GAVIN - MANAGER (6)'. The 'User Information' tab is selected. Below it, the 'User Permissions' tab is active. A red box highlights the 'Copy Permissions' button in the top right corner of the 'User Permissions' section. The 'Access Level' dropdown is set to 'MANAGER (6)'. The 'Description' field contains: 'For Managers and Supervisors. Allows visibility to all data except for certain HRO restricted fields. Access is by UIC or program.' Below the description is a 'Edit Permissions:' section with instructions for adding UIC/Org codes. A large red arrow points from the 'Copy Permissions' button to the 'Access Level' dropdown in the search interface below.

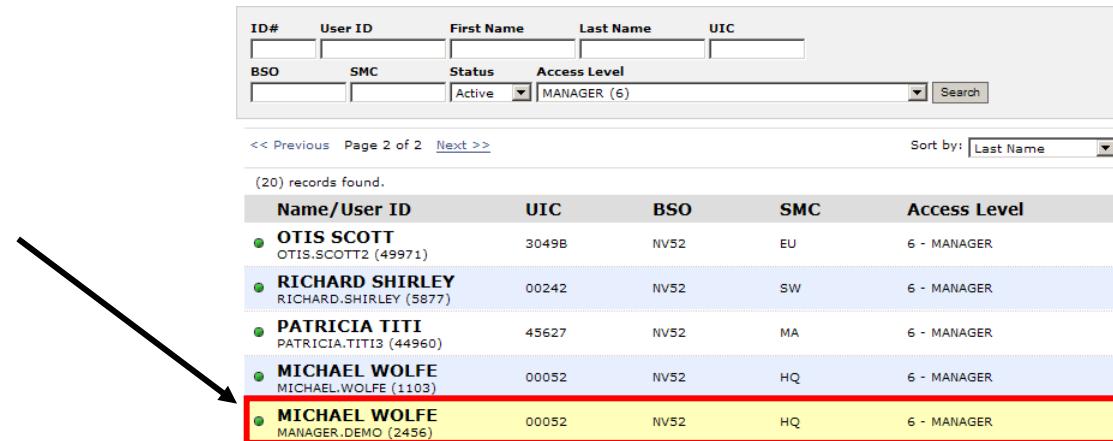


The screenshot shows a search interface for 'Access Level'. The 'Access Level' dropdown is open, showing a list of options. A red box highlights 'MANAGER (6)' in the list. The search interface includes fields for 'Name/User ID', 'Last Name', and 'Access Level', and buttons for 'Search' and 'Last Name' dropdown.

ID#	User ID	First Name	Last Name	UIC
BSO	SMC	Status	Access Level	
		Active	--ALL--	
HELP DESK/TA (28)				
HRO/HRSC (19)				
IAM/SECURITY COORDINATOR (5)				
INACTIVE (BASE ICO) (29)				
INACTIVE (CNIC HQ PROGRAM FINANCIAL MGMT) (35)				
INACTIVE (COMMAND SYSTEM ADMIN) (23)				
INACTIVE (DFWP COORDINATOR) (24)				
INACTIVE (HRO) (8)				
INACTIVE (HRSC) (18)				
INACTIVE (IT POC) (27)				
INACTIVE (MUSTER) (9)				
INACTIVE (SELFSERVICE ADMIN) (22)				
INACTIVE (USFR) (2)				
MANAGER (6)				
MILITARY PERSONNEL MGMT (14)				
MUSTER/RECALL COORDINATOR (21)				
NAF DCPP (31)				
NAF HRO (32)				

Copying Permissions

3. Select the user account you want to copy the permissions from.



ID#	User ID	First Name	Last Name	UIC
BSO	SMC	Status	Access Level	
		Active	MANAGER (6)	
Search				
<< Previous Page 2 of 2 Next >>				
Sort by: Last Name				
(20) records found.				
Name/User ID	UIC	BSO	SMC	Access Level
OTIS SCOTT OTIS.SCOTT2 (49971)	3049B	NV52	EU	6 - MANAGER
RICHARD SHIRLEY RICHARD.SHIRLEY (5877)	00242	NV52	SW	6 - MANAGER
PATRICIA TITI PATRICIA.TITI3 (44960)	45627	NV52	MA	6 - MANAGER
MICHAEL WOLFE MICHAEL.WOLFE (1103)	00052	NV52	HQ	6 - MANAGER
MICHAEL WOLFE MANAGER.DEMO (2456)	00052	NV52	HQ	6 - MANAGER

4. Click **OK**.



Copying Permissions

All UIC(s), Org Code(s), functional privileges, and permissions are now associated to this user. Review each of the tabs and their associated sub-tabs to make any necessary changes before approving the account.

<< Back to Search

EDGAR.CAYCE3 • MANAGER (6)

Status: Inactive Pending Approval Approved Disapproved

User Information | User Permissions | Muster Permissions | Change History

Scope of Access | Functional Privileges | View Permissions |

Access Level: **MANAGER (6)**

Description: For Managers and Supervisors. Allows visibility to all data except for certain HRO restricted fields. Access is by UIC or program.

Edit Permissions:

Enter UIC and Org Code - Duplicates are ignored

- To add a UIC/Org Code: 1. Select UIC, 2. Enter org code, 3. Click Add New
- Use an asterisk "*" for wildcard searches.
ex: 00052* returns ALL org codes in UIC 00052
ex: 00052, N6* returns ALL Org codes like N6 in UIC 00052

UIC	Org Code	
00052	N62	Edit Delete
00242	N0*	Edit Delete
00242	N6*	Edit Delete
00245	N6*	Edit Delete
00246	N6*	Edit Delete
47609	N6*	Edit Delete
60042	N6*	Edit Delete
60495	N6*	Edit Delete
61013	N6*	Edit Delete
61014	N6*	Edit Delete
61065	N6*	Edit Delete
63042	N6*	Edit Delete
69232	N6*	Edit Delete

Page 1 of 1 (13 items)

For the Scope of Access, verify the copied UICs and Org Codes are appropriate for this user and make any necessary changes.



Using the Mass Entry Form

Rather than individually entering the UICs and Org Codes when granting access to the user's scope of access or for mustering purposes, it is sometime easier to use the Mass Entry Form.

To enter UIC and Org Code information using the Mass Entry Form:

1. From the Scope of Access sub-tab click the **Mass Entry Form** link.



EDGAR.CAYCE3 • MANAGER (6)

Status: Inactive

Activate Disapprove

User Information | User Permissions | Muster Permissions | Change History

Scope of Access | Functional Privileges | View Permissions

Access Level: MANAGER (6) Update Access Level Copy Permissions

Description: For Managers and Supervisors. Allows visibility to all data except for certain HRO restricted fields. Access is by UIC or program.

Edit Permissions:

Enter UIC and Org Code - Duplicates are ignored

- To add a UIC/Org Code: 1. Select UIC, 2. Enter org code, 3. Click Add New
- Use an asterisk "*" for wildcard searches.
ex: 00052,* returns ALL org codes in UIC 00052
ex: 00052,N6* returns ALL Org codes like N6 in UIC 00052

Uic Org Code

Uic Org Code

Mass Entry Form

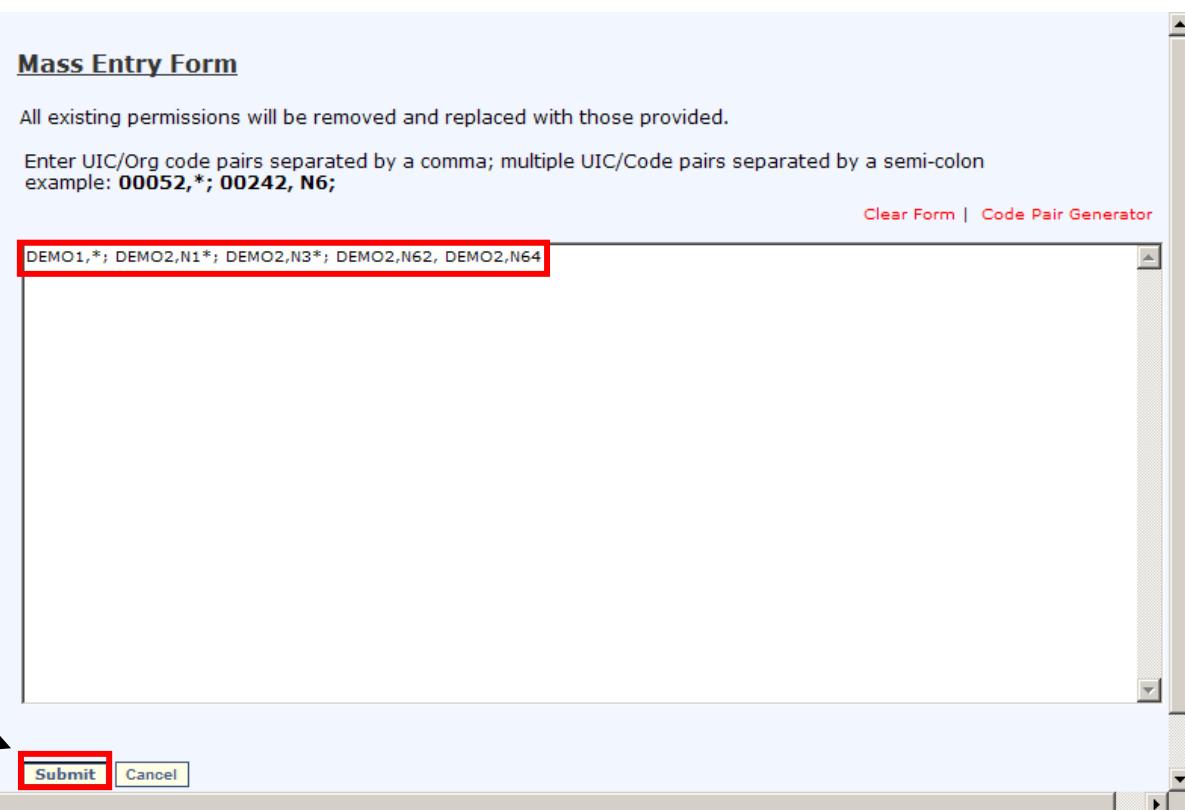
No records found. No data

Note: The steps shown here are the same for adding UICs and Org Codes for the "Muster Employees - Muster Coordinator" functional privilege.

Using the Mass Entry Form

If you already have this information located elsewhere such as from an email notifying you of the user's account request, then you can copy the information from the email and paste it here. Make sure to follow the guidelines when entering the UIC and Org Codes you want to grant for the scope of access for this user.

2. Enter the UICs and Org Codes for this user by following the provided guidelines.



Mass Entry Form

All existing permissions will be removed and replaced with those provided.

Enter UIC/Org code pairs separated by a comma; multiple UIC/Code pairs separated by a semi-colon
example: 00052,*; 00242, N6;

[Clear Form](#) | [Code Pair Generator](#)

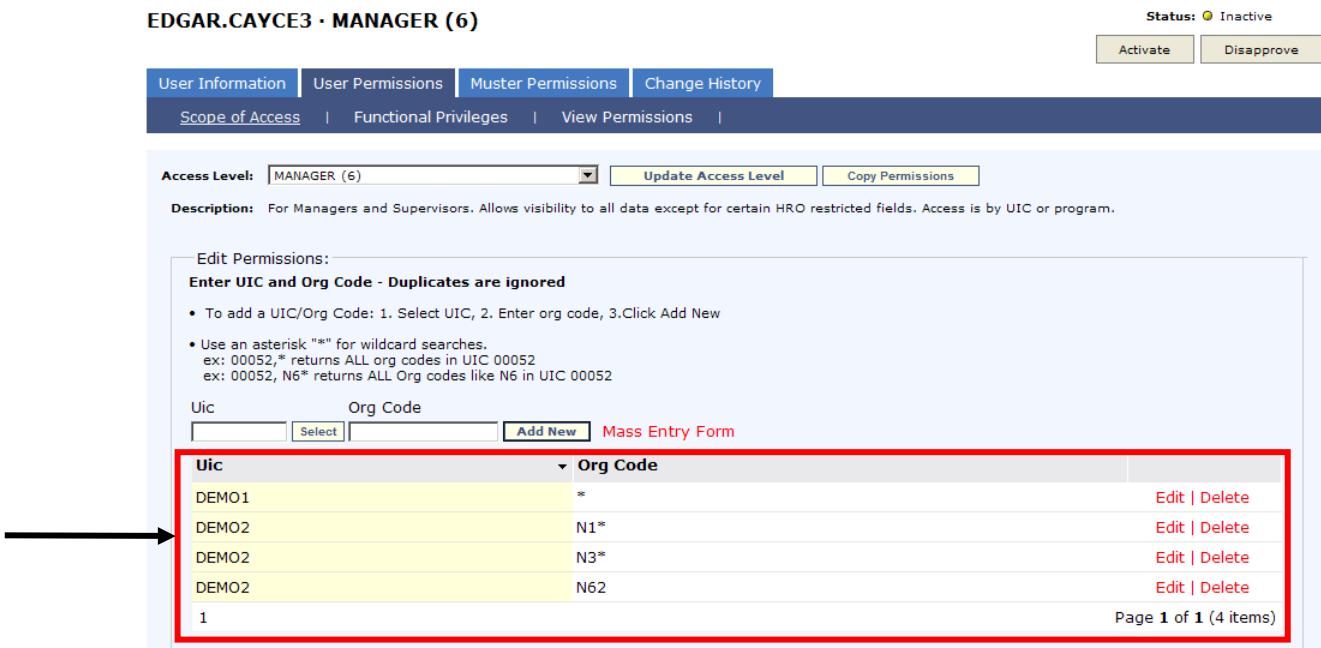
DEMO1,*; DEMO2,N1*; DEMO2,N3*; DEMO2,N62, DEMO2,N64

Submit Cancel

3. Click the **Submit** button when finished.

Using the Mass Entry Form

The UICs and Org Codes entered are now displayed. They can be edited and/or deleted at any time.



EDGAR.CAYCE3 · MANAGER (6) Status: ● Inactive

[Activate](#) [Disapprove](#)

User Information User Permissions Muster Permissions Change History

Scope of Access | Functional Privileges | View Permissions |

Access Level: **MANAGER (6)** [Update Access Level](#) [Copy Permissions](#)

Description: For Managers and Supervisors. Allows visibility to all data except for certain HRO restricted fields. Access is by UIC or program.

Edit Permissions:
Enter UIC and Org Code - Duplicates are ignored

- To add a UIC/Org Code: 1. Select UIC, 2. Enter org code, 3. Click Add New
- Use an asterisk "*" for wildcard searches.
ex: 00052,* returns ALL org codes in UIC 00052
ex: 00052,N6* returns ALL Org codes like N6 in UIC 00052

Uic Org Code [Select](#) [Add New](#) [Mass Entry Form](#)

Uic	Org Code	
DEMO1	*	Edit Delete
DEMO2	N1*	Edit Delete
DEMO2	N3*	Edit Delete
DEMO2	N62	Edit Delete
1		

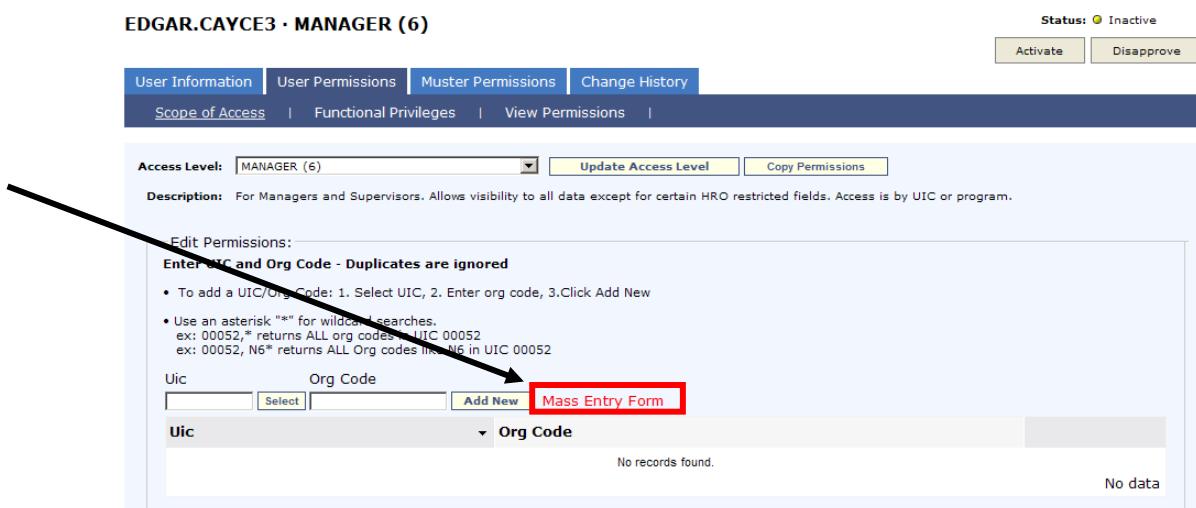
Page 1 of 1 (4 items)

Using the Code Pair Generator Tool

If there are several of the same Org Codes within several UICs that you need to grant access for you can easily enter this information using the Code Pair Generator Tool.

To enter UIC and Org Code information using the Code Pair Generator Tool:

1. From the Scope of Access sub-tab click the **Mass Entry Form** link.



The screenshot shows the User Manager Utility interface for a user named 'EDGAR.CAYCE3' with a status of 'Inactive'. The 'Scope of Access' sub-tab is selected. A red box highlights the 'Mass Entry Form' link under the 'Edit Permissions' section. The 'Edit Permissions' section also contains instructions for adding UIC/Org Code pairs and using wildcards.

EDGAR.CAYCE3 • MANAGER (6)

User Information | User Permissions | Muster Permissions | Change History

Status: Inactive

Activate | Disapprove

Scope of Access | Functional Privileges | View Permissions

Access Level: MANAGER (6) | Update Access Level | Copy Permissions

Description: For Managers and Supervisors. Allows visibility to all data except for certain HRO restricted fields. Access is by UIC or program.

Edit Permissions:

Enter UIC and Org Code - Duplicates are ignored

- To add a UIC/Org Code: 1. Select UIC, 2. Enter org code, 3. Click Add New
- Use an asterisk "*" for wildcard searches.
ex: 00052,* returns ALL org codes in UIC 00052
ex: 00052,N6* returns ALL Org codes like N6 in UIC 00052

Uic Org Code

Uic Org Code

Add New | Mass Entry Form

No records found. | No data

Note: The steps shown here are the same for adding UICs and Org Codes for the "Muster Employees - Muster Coordinator" functional privilege.

Using the Code Pair Generator Tool

2. Click the **Code Pair Generator** link.

Mass Entry Form

All existing permissions will be removed and replaced with those provided.

Code Pair Generator

```
DEMO1,N1;
DEMO1,N11;
DEMO1,N111;
DEMO1,N112;
DEMO1,N113;
DEMO1,N12;
DEMO1,N13;
```

3. Enter the UICs on the left and the Org Codes on the right.

Generate code pairs

Use this tool to automatically generate all possible combinations. For example, if a user need access to the same 10 org codes in 5 different UICs, simply enter the 5 UICs on the left and the 10 Org codes on the right and click generate.

UICs (comma separated)

```
DEMO1,DEMO2
```

Org Codes (comma separated)

```
N11, N12, N31, N32, N62, N63
```

Generate Pairs

Results

```
DEMO1,N11;
DEMO1,N12;
DEMO1,N31;
DEMO1,N32;
DEMO1,N62;
DEMO1,N63;
DEMO2,N11;
```

Replace existing **Add to existing** **Cancel**

4. Click the **Generate Pairs** button.

5. Verify the UIC/Org Code combinations and then click the appropriate button to replace or add to the existing UICs and Org Codes.

Using the Code Pair Generator Tool

6. Click the **Submit** button to accept the changes to the new scope of access.

Mass Entry Form

All existing permissions will be removed and replaced with those provided.

Enter UIC/Org code pairs separated by a comma; multiple UIC/Code pairs separated by a semi-colon
example: **00052,*; 00242, N6;**

[Clear Form](#) | [Code Pair Generator](#)

```
DEMO1,*;
DEMO2,N1*;
DEMO2,N3*;
DEMO2,N62;
DEMO1,N11;
DEMO1,N12;
DEMO1,N31;
DEMO1,N32;
DEMO1,N62;
DEMO1,N63;
DEMO2,N11;
DEMO2,N12;
DEMO2,N31;
DEMO2,N32;
DEMO2,N62;
DEMO2,N63;
```

Submit **Cancel**

